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K. Norwich - Division of

DIRECTIONS

TO THE

CLERGY AND CHURCHWARDENS,

TO BE OBSERVED IN THE

PRIMARY VISITATION

OF THE

RIGHT REVEREND FATHER IN GOD,

CHARLES, Manner Sutton

LORD BISHOP OF NORWICH,

1794.

FIRST,—ON THE CONDUCT OF THE VISITATION.

SECOND,—ON TERRIERS.

THIRD,—ON PARISH REGISTERS.

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Norwich.



D I R E C T I O N S
TO BE OBSERVED BY THE
CLERGY AND CHURCHWARDENS
In this VISITATION.

FOR the more ease and dispatch of Business—The Clergy are desired to give such Instruments as they are to exhibit to the Register, as early in the Morning of the Visitation Day as they can with Convenience.

The Rectors and Vicars are personally to exhibit their Letters of Deacons and Priests Orders, Titles to their Benefices; namely, Institutions, Inductions, Testimonials of their Subscription to the Thirty-nine Articles, and the Declarations, of Conformity; also Unions, Dispensations, Faculties or Licences of what kindsoever; and likewise to pay their Procurations.

The Curates and Lecturers are personally to exhibit their Licences and Admissions, and also their Deacons and Priests Orders.

Sequestrators are to exhibit their Letters of Sequestration, and School-masters are to exhibit their Licences, and such of them as are not Licenced, are to come in to be Licenced by the Court, bringing with them a sufficient Testimonial of their Abilities, as also of their good Life and Conversation, and of their being Members of the Church of England, to be signed by the Minister and Churchwardens.

The Churchwardens are to give in a Terrier, agreeable to the particular Directions given in the next and following Pages of this Book.

The Churchwardens are also to bring in a Register Bill, *fairly written on Parchment*, which is to contain a true and exact Copy of *the whole* of the several Entries made in the Register Book, of all Baptisms, Marriages, and Burials, within the Parish, from March 25, 1793, to March 25, 1794, which Register Bill must be signed by the Minister and Churchwardens, before it can be accepted.—*Note.* The Copy of the Register of Marriage must contain the whole and entire Entry, including the Names of the Minister, the Parties married, and the Witnesses present, the same as entered and subscribed in the Register Book.

The Churchwardens are to bring in the Book of Articles, herewith delivered to them, with their Answers to the several Queries therein, signed by themselves, and are to give in a Paper, containing the Names of the Churchwardens chosen for the present Year, who are also to appear and to be sworn into their Office.

Directions

Directions to the Rev. the Clergy of the Diocese of Norwich, and the Churchwardens of the same, for making and disposing their TERRIERS.

TO give Terriers that weight in Evidence which will be of real Use in preventing Disputes and Litigations, it is earnestly recommended that the following Rules be carefully attended to:

1. Some time before the Visitation, let Notice be given on a Sunday, appointing a Vestry to be held one Day in the Course of the Week.

Let the Parishioners be summoned to that Vestry by the Toll of the Bell.

Let there be two Original Instruments fairly written on Parchment with durable Ink, containing the same Words, and signed by the same Persons.

Let them be signed by the Incumbent himself, that is by the Rector, Vicar, or Perpetual Curate, (as the Case may be) and not by the Sub-Curate; also by the Churchwardens, and as many as may be had of the substantial Inhabitants of the Parish.*

Let one of these Original Instruments be delivered to my Register on the Visitation Day: Let the other be affixed to the Register Book, or kept with it:-

Let a TITLE be prefixed in this FORM.

" A true Terrier of all the Glebe Lands, Messuages, Tenements, Tythes,
" Portions of Tythes, and other Rights belonging to the
" Rectory
" Vicarage
" Perpetual Curacy } and Parish Church of A. in the Connty of B. and
" Diocese of *Norwich*, and now in the Use and Possession of the Rev. C. D.
Rector

* Should the Incumbent upon the perusal of the Terrier of his Parish, signed by the Churchwardens, &c. discover any matters therein inserted, objectionable, and for such Cause shall refuse to sign such Terrier, such Incumbent may if he thinks proper, exhibit to the Court, at the Visitation, a separate Terrier, such as he shall deem a just and true one, under his Sign Manuel.

" Rector
 " Vicar
 " Perpetual Curate } there, or his Tenants, taken, made, and renewed, ac-
 " cording to the old Evidences, and the Knowledge of the ancient Inhabitants; at
 " a Vestry holden this Day of
 " in the Year of our Lord pursuant to due and legal Notice
 " given in Church on *Sunday* last, for that Purpose—and exhibited in the *Primary*
 " *Visitation* of the Right Rev. Father in God, CHARLES, *Lord Bishop* of *Norwich*,
 " holden at

In the TERRIER.

1. Describe the Parsonage or Vicarage House; express what Materials it is built and covered with; what are the Dimensions of the Ground it covers; add the Out Houses, and the Dimensions of each, and what they are built and covered with.

2. Set forth the Glebe; the other Houses, if any upon it; the Quantity of Ground in the whole; the Abuttals or Boundaries of each Parcel; what inclosed; what in common Fields; how many Acres of Land in each Inclosure, or lying together in the said Fields; with the Distinction throughout, of Orchard, Meadow, Pasture, Arable, Woods, Underwoods, &c.—add an Article of the Right of Commoning, if any; how many Beasts, Sheep, &c. it extends to; especially set down the quantity and Dimensions of the Gardens, Yards and Outlets, and the Nature of their several Fences, whether Walls or otherwise: lastly, particularize the Number and Value of Timber, or other Trees growing in the Church Yard, or in any Part of the Glebe.

3. Set down what Tythes are due to the Minister, and from what Township; and signify whether any modus be claimed for any of them, and upon what Grounds.

4. Specify all Pensions, Augmentations, Gifts, or Bequests made to the Church or Chapel, and their Ministers, and annex attested Copies (if practicable) of the Deeds, Wills, or Clauses, by which they are given or settled. On the other
Hand

Hand, say, if any Pension be payable out of the Living, and to whom; any fixed Stipend or Allowance to the Minister of a Chapel; or any Custom established to the Expence and Charge of the Incumbent.

5. The Curates of Churches Improprate, and of Chapels that have Tythes, or portions of Tythes, must particularize the Lands, or other Things tytheable to them, adding (as before directed) the Pensions, Stipends or other Maintenance, if any, and by whom payable.

6. Set forth the Furniture of the Church, or Chapel, and Chancel; the Bells, Clock, Utensils; particularly the Communion Plate, with the Inscriptions upon it, and Weight, if thereon marked; together with a Catalogue of any Books which have been left, or belong to the Church, Parish, or Chapel.

7. Lands, or Money in Stock, or on Mortgage, for the Repair of the Church or Chapel, or any Thing belonging thereto: all Writings concerning the same, and in whose Custody.

8. Who are charged with the Repair of the Edifices and Church-yard Fence.

9. The Clerk's and Sexton's Wages, by Custom or otherwise; by whom paid, and who appoints them.

P. S. One Terrier so made it may seem would be Evidence for ever, with Respect to the Lands; and so it would; except that the Descriptions of the Abuttals will continually vary from the frequent Change of the Persons who may possess the Lands abutting. It is for this Reason, and no other, that new Terriers are required to be exhibited at every Visitation. When one accurate one hath been formally made, great Care should be taken to keep the Number of Parcels and Dimensions of the Lands the same in all future Terriers, only varying the Abuttals as occasion may require—Any other Variation will manifestly tend to weaken the Evidence intended to be given by such Instruments.

Directions

*Directions to the Reverend the Clergy and Churchwardens of the Diocese
of Norwich.*

Concerning REGISTERS.

THE 70th Canon obliges the Minister of every Parish to make the Entries in the Register Book of all Christenings and Burials with his own Hand, in the Presence of the Churchwardens, every Sunday after Morning or Evening Prayer.

It is of great Consequence, towards giving these Registers weight as Evidence in determining the Identity of Persons, that the Entries should be made with as much Care and Precision as Possible.

For this Purpose the following FORMS are recommended.

PUBLIC BAPTISM *of an* INFANT.

J. Son of T. S. and A. his Wife (late A. B. Spinster) was Born October 23, 1793.

Baptized publicly, October 29, 1793.

In Case of PRIVATE BAPTISM.

J. Son of T. S. and A. his Wife (late A. B. Spinster) was Born October 23, 1793.

Baptized privately, October 24, 1793.

Received in the Church, October 30, 1793.

BURIAL *of an* INFANT.

J. Son of T. S. and A. his Wife (late A. B. Spinster) aged 5 Years, was Buried
October 23, 1793.

BURIAL

BURIAL of a GROWN PERSON.

J. B. Batchelor, or married Man, Son of J. B. and A. his Wife, (late A. F. Spinster)
aged 40 Years, was Buried October 27, 1793.

BURIAL of a WIFE.

M. the Wife of J. S. (late M. B. Spinster) aged 50 Years, was Buried
October 27, 1793.

The Form of entering MARRIAGES, and the PUBLICATION of BANNES,
is prescribed by Stat. 26—GEO. 2d. and must, in every Respect,
be punctually observed.

*To prevent delay or interruption in the Business at the Court, the Churchwardens
are particularly directed to have their Terrier, Register Bill, and Book of Articles with
their Answers to them, all ready prepared and properly signed, before they are brought to
the Court.*

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